



TANF 707-1

EMPLOYMENT and TRAINING

General Work Placement Requirements

Supersedes:	New
References:	Social Security Act section 407(f); 45 CFR 261.70
TANF EMPLOYMENT and TRAINING POLICY	
Overview:	Statute prohibits worker displacement when assigning a TANF Employment and Training (E&T) client to a work placement. Additional safeguards, including working conditions, are required for all placements involving children, disabled or elderly clients and collective bargaining agreements.
WORKER DISPLACEMENT	<p>The Employment and Training contractor cannot place TANF clients at a job site if any of the following exists:</p> <ol style="list-style-type: none">1. Any individual has been laid off/terminated from the same or any equivalent job; OR2. The employer fired or otherwise caused an involuntarily reduction in its workforce to create the vacancy; OR3. The site is in a strike or pre-strike status; OR4. The placement will violate an existing services contract/collective bargaining agreement without written agreement of the labor organization. <p>A client may be placed in a vacant position on a temporary basis, or when the position is needed to meet new business needs, such as new product demands, new business opening, etc.</p>
GRIEVANCE PROCEDURE	The E&T contractor must have a worker displacement grievance procedure available to all current work site employees.
COLLECTIVE BARGAINING/ ABNORMAL LABOR CONDITIONS	As part of the TANF employment contract, a written agreement from the appropriate bargaining organization must be received for all jobs involving a collective bargaining agreement.
WORKING CONDITIONS	<p>The client must be provided the same working conditions as other employees who have worked a similar length of time in the same type of work.</p> <p>Clients in subsidized employment placements cannot be paid more than current employees in the same or similar positions simply because the employer receives a wage subsidy.</p>
TAX INFORMATION	<p>All contracted employers must be provided information about available tax incentives, including the Work Opportunity Tax Credit (WOTC).</p> <p>Earned Income Tax Credit (EITC) information, materials and educational training must be provided to all clients. EITC benefits must also be discussed with clients.</p>
BACKGROUND CHECKS	A background check must be completed before placing a client at a job site where children, the disabled or elderly are present and the client will interact with these individuals as part of their job duties. Fingerprinting may be required as part of a background check.
EFFECTIVE DATE:	January 1, 2017